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# Field Trips

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# Field Trip Procedure

- Procedures applies to all staff, students, JCU affiliates, volunteers and other persons undertaking a field trip that is controlled by JCU.
  - Definitions
  - Duty, Obligations and Responsibilities
    - JCU
    - Directors/Deans
    - Field trip Approver
    - Field Trip Leader
  - Risk Management

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# Risk Management

- To assist JCU to fulfil its duty under the Work Health and Safety Act 2011 the Work Health and Safety Risk Management Procedure applies to all staff, students, contractors, volunteers, adjuncts and visitors involved in JCU business operations and activities.

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# Risk Management Strategies

- Identifying and responding to health and safety hazards for any activities undertaken and recorded through the risk assessment using RiskWare
- Reporting and recording of accidents/injuries using RiskWare
- Guidelines for the safe use of equipment
- Induction and Training
- Identifying minimum qualifications/skill level required to conduct activities undertaken
- Requirements for engaging in field activities including boating and diving and including volunteers' details in these systems

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# Field Trip Risk Assessment

- All field trips must undergo a mandatory risk assessment at the planning stage of the field trip
- This overarching risk assessment must cover the following as a minimum:
  - Threat analysis (security threat, significant natural hazards, and health risks)
  - Emergency planning that provides for:
    - Effective response to an emergency
    - Evacuation procedures
    - Notifying emergency services
    - Medical treatment and assistance
    - Effective communication between the field trip participants and the Communications Person to coordinate an emergency response

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- First aid provisions including trained personnel and first aid kits
  - Information, training and instruction for the nature of the activities, the foreseeable risks and the control measures implemented
  - Off campus facilities including drinking water, hygiene and eating facilities
  - Fitness for work. This may include for example possible causes of impairment, disclosure of medical conditions that may increase the likelihood of a medical emergency
  - Plant and Equipment, which must be suitable for the task, serviced and tagged.

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# High Risk Activities

- Working Alone
- Remote field trip, bushwalking
- Boating, diving and snorkelling
- Operation of Unmanned Aerial Vehicle (UAV)
- Four wheel vehicle driving on unsealed or gravel roads
- Operation of firearms and other weapons
- Cliff walking, rock climbing, caving
- Operation of All Terrain Vehicles (ATV)
- Operation of mobile plant, for example forklift
- Erecting and installing plant
- Use of high voltage equipment

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# Approvals

- The required approvals must be given before departure to a field trip.
- The Director / Dean is required to approve the conduct of every field trip.
- The Director / Dean must ensure that all field trip activities in their Division / College /Directorate are recorded and approved using the JCU field trip management system.
- The Director / Dean may authorise a field trip approval to be undertaken by an appropriately trained person who has knowledge of the field trip activities and is competent in risk assessment.





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# Volunteers WHS

Each business unit needs to ensure that volunteers:

- are informed of their rights and responsibilities;
- undertake a comprehensive health and safety induction (either paper-based or JCU HSE Online Induction);
- receive any specialised induction and training in relation to risks associated with their volunteer duties;
- understand and are able to appropriately respond to matters concerning their health and safety;

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- as a minimum, are inducted into the following:
    - Work area and other people
    - Explain the volunteers role and responsibilities
    - Code of Conduct
    - Hazards and risk
    - Project/work risk assessments
    - Key procedures/policies (including consultation, confidentiality, grievance, emergency, incident reporting)
    - Emergency procedures
    - Reporting mechanisms
    - Supervision requirements
    - Key personnel and their roles

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# Children in the Workplace and Study Environment Field Trip Procedure

- The University understands that at times, there may be circumstances where a Staff member, Student, Affiliate or Visitor, may wish to have a Child or Children accompany them on a Field Trip. The parent, guardian or Carer must receive approval for the Child to accompany them, prior to taking part in a Field Trip.
- Requirements in procedure

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# Other procedures

- JCU Health Safety and Environment Policy
- HSE-PRO-001 Boating Procedure
- HSE-PRO-002 Diving Procedure
- JCU Code of Conduct
- JCU Student Conduct Policy
- JCU Financial Management
- JCU Risk Management Policy
- JCU Travel Procedure - fleet management
- HSE Incident and Hazard Management Procedure